



# Sandy City Short-Term Rentals

Ordinances and Application Process

September 27, 2018

# Definitions

- Short Term Rental (STR):
  - Any single-family or individual multi-family dwelling or portion thereof that is available for use for temporary sojourn or transient visit of guests, for direct or indirect remuneration, for a period of **less than thirty consecutive days**.
- Accessory Apartment:
  - A housing unit which is self-contained but incorporated within an existing structure that is designed as a single-family dwelling and will not substantially alter the structure or appearance of the structure.

# Ordinances

Adopted:  
August 21, 2018

## ORDINANCE 18-21

AN ORDINANCE AMENDING TITLE 15A OF THE REVISED ORDINANCES OF SANDY CITY (THE LAND DEVELOPMENT CODE), 2008, CHAPTER 11, "SPECIAL USE STANDARDS", BY ADDING A NEW SECTION 25, ALSO MODIFYING CHAPTER 7, SECTION 2, "PERMITTED LAND USE MATRIX BY RESIDENTIAL DISTRICTS", CHAPTER 8, SECTION 2, "PERMITTED LAND USE MATRIX BY THE COMMERCIAL, OFFICE, INDUSTRIAL, MIXED USE, TRANSIT CORRIDOR, AND RESEARCH AND DEVELOPMENT DISTRICTS", CHAPTER 9, SECTION 3, "PERMITTED LAND USES BY THE INSTITUTIONAL CARE DISTRICT", CHAPTER 10, SECTION 2, "PERMITTED LAND USES IN THE OPEN SPACE DISTRICT AND CHAPTER 37, "DEFINITIONS" TO CREATE NEW STANDARDS FOR SHORT-TERM RENTALS IN SANDY ; ALSO PROVIDING A SAVING CLAUSE AND EFFECTIVE DATE FOR THE ORDINANCE.

WHEREAS, a request has been made to amend Title 15A of the Revised Ordinances of Sandy City (the Land Development Code), 2008, Chapter 11, "Special Use Standards" by adding a new Section 25, also to modify Chapter 7, Section 2, "Permitted Land Use Matrix by Residential Districts", Chapter 8, Section 2, "Permitted Land Use Matrix by the Commercial, Office, Industrial, Mixed Use, Transit Corridor, and Research and Development Districts", Chapter 9, Section 3, "Permitted Land Uses by the Institutional Care District", Chapter 10, Section 2, "Permitted Land Uses in the Open Space District" and Chapter 37, "Definitions" to create new standards for short-term rentals in Sandy; and

WHEREAS, the Planning Commission held a public hearing on July 19, 2018 which meeting was preceded by notice by publication in the Salt Lake Tribune on July 5, 2018, and by posting in Sandy City Hall, the Sandy City Parks & Recreation Building, Salt Lake County Library-Sandy, and the Utah Public Notice Website - <http://pmn.utah.gov> on June 29, 2018; and

WHEREAS, following the public hearing before the Planning Commission, the Commission recommended the amendment to the City Council; and

WHEREAS, a public meeting was held by the Sandy City Council on August 21, 2018 to consider adoption of the proposed amendment, which meeting was preceded by publication in the Salt Lake Tribune, on August 7, 2018, and by posting in Sandy City Hall, the Sandy City Parks & Recreation Building, Salt Lake County Library-Sandy, on the Sandy City Website - <http://www.sandy.utah.gov>, and the Utah Public Notice Website - <http://pmn.utah.gov>, on August 2, 2018; and

WHEREAS, the City Council has been given specific authority in Title 10, Chapter 9a, Utah Code Ann. to adopt a zoning plan, including an ordinance and map which divide the municipality into districts or zones, and within such districts to regulate the erection, construction, reconstruction, alteration, repair and uses of buildings and structures, and the uses of land; and

WHEREAS, the State legislature has granted general welfare power to the City Council, independent, apart from, and in addition to, its specific grants of legislative authority, which enables the City to pass ordinances which are reasonably and appropriately related to the objectives of that power, i.e., providing for the public safety, health, morals, and welfare; and

WHEREAS, the foregoing legitimate governmental objectives are achieved by reasonable means, in that any adverse impact on private property value or use has been carefully balanced against the corresponding gain to the public; and the regulations have been calculated, on recommendation of City planning staff to permit property owners to beneficially use their properties for the practical purposes to which the property is reasonably adaptable; and procedures have been established by the Land

## ORDINANCE 18-23

AN ORDINANCE AMENDING TITLE 5, "BUSINESS LICENSE" OF THE REVISED ORDINANCES OF SANDY CITY BY ADDING A NEW CHAPTER 5-19, "SHORT-TERM RENTALS"; ALSO PROVIDING A SAVING CLAUSE FOR THE ORDINANCE AND AN EFFECTIVE DATE.

WHEREAS, it is necessary to amend Title 5, "Business License" of the Revised Ordinances of Sandy City by adding a new Chapter 5-19, "Short-Term Rentals"; and

WHEREAS, Section 10-8-84, Utah Code Annotated, authorizes such amendment in order to protect the public health, safety and welfare of the City;

NOW, THEREFORE, BE IT ORDAINED by the City Council of Sandy City as follows:

Section 1. Title 5 of the Revised Ordinances of Sandy City is hereby amended as set forth in **Exhibit A** which is attached to and incorporated in this ordinance.

Section 2. All former ordinances or parts thereof conflicting or inconsistent with the provisions of this ordinance or of the Code hereby adopted are hereby repealed.

Section 3. The provisions of this ordinance shall be severable; and if any provision thereof, or the application of such provision under any circumstances is held invalid, it shall not affect any other provision of this ordinance, or the application in a different circumstance.

Section 4. This ordinance shall become effective upon the later of publication of a summary thereof or sixty days.

PASSED AND APPROVED by the Sandy City Council this 21<sup>st</sup> day of August, 2018.

  
Steve Fairbanks/ Chairman  
Sandy City Council

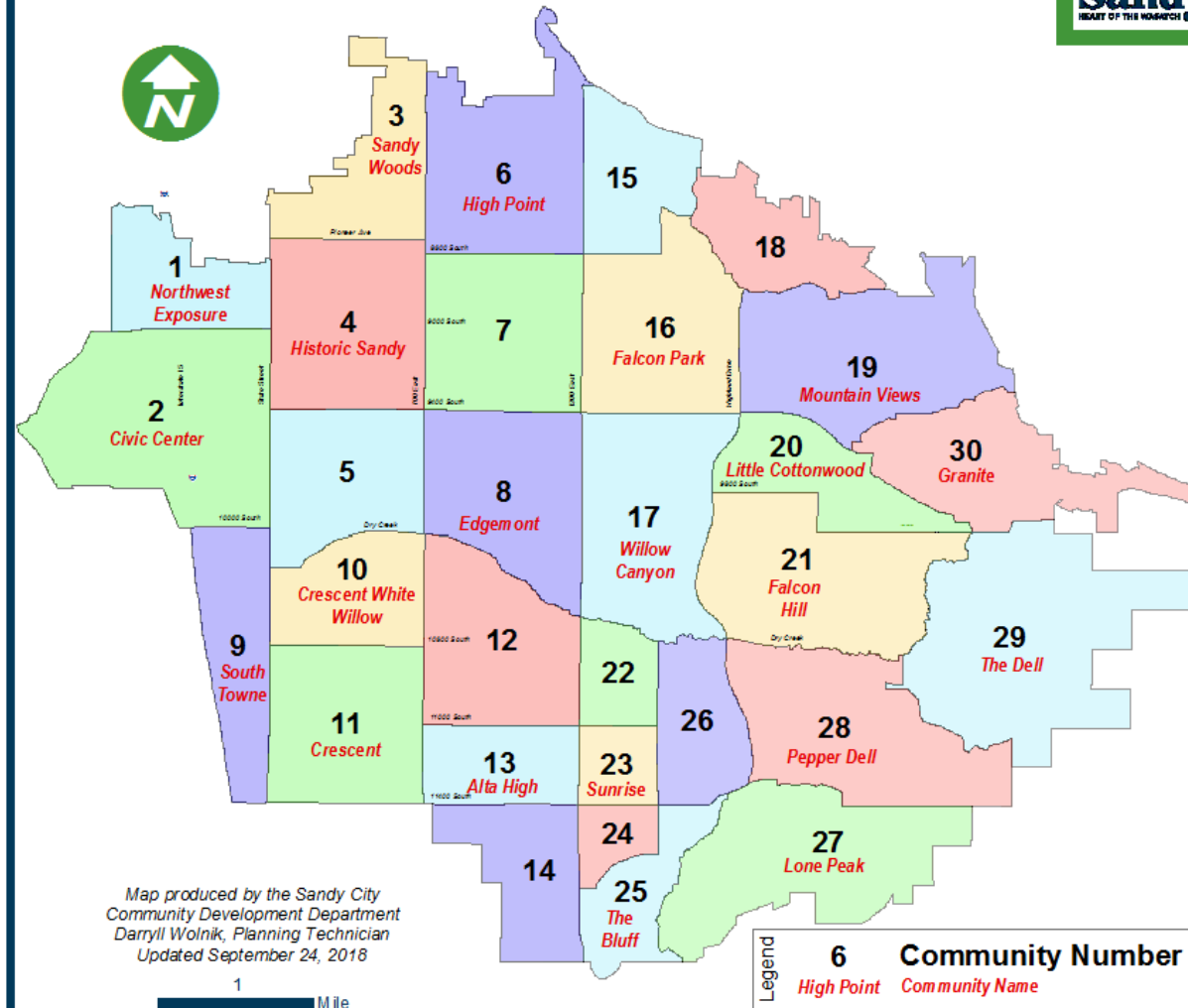
# Number of STRs Allowed

Set by the number of existing single-family homes within each of the City's geographical communities

## Sandy City Communities



### STR Limits by Community



Name	STR Limit	Name	STR Limit
Northwest Exposure #1	3	Falcon Park #16	16
Civic Center #2	2	Willow Canyon #17	14
Sandy Woods #3	9	Willow Creek #18	10
Historic Sandy #4	14	Mountain Views #19	22
Community #5	11	Little Cottonwood #20	9
High Point #6	13	Falcon Hill #21	16
Quarry Bend #7	9	Community #22	3
Edgemont #8	8	Sunrise #23	6
South Towne #9	2	Community #24	4
Crescent White Willows #10	10	The Bluff #25	8
Crescent #11	11	Community #26	6
Community #12	9	Lone Peak #27	12
Alta High #13	10	Pepper Dell #28	9
Community #14	13	The Dell #29	6
Community #15	8	Granite #30	9

# Requirements to Operate a STR

- Must be owner-occupied and the operator's primary residence
  - Owner must live in the dwelling a minimum of 183 nights/year
  - Only individuals or trustors possessing at least 50% ownership of the subject property (no corporations, LLCs, or similar)
- Rental limited to 182 nights per year
  - Accessory apartments may operate the full year
- One STR per dwelling unit
  - Only one lease agreement to be executed at any one time
- Owner/Representative available to respond 24/7 by phone
  - Physically respond within 1 hour if necessary
- Maximum of 29 consecutive nights per renter
- Minimum 1 night vacancy between renters
- Limited to 8 related or 4 unrelated people
  - Accessory Apartments limited to 8 related or 2 unrelated people
- All parking required to be off-street
- Informational packet in plain view
- Nameplate posted on the STR entrance
- Must be confined to the main dwelling (accessory or out buildings)

# Special Use Permit Requirements

Application and review required by  
Community Development Staff

- Provide completed special use permit application
- Provide proof of ownership (copy of transfer deed)
- Proof of primary residency
  - Present federal and state tax returns showing property address
  - Present government issued ID showing property address
  - Provide a signed affidavit
  - If recently purchased and taxes filed at previous address – renewal is contingent upon presenting tax returns prior to July 1 of the following year. It is the applicant's responsibility to follow up.
- Provide demonstration of adequate off-street parking
- Provide drawing/description of dwelling, defining area(s) to be rented
- Provide signed affidavit regarding private CC&Rs
- Approval of SUP is not transferable
- SUP application fee is \$85.00

# Business License Requirements

Application to be submitted with special use permit application. Must have both, a current special use permit and an active business license to operate a STR.

- Provide STR business license application
- Provide proof of sales tax license
- Provide business entity registration (if applicable)
  - <https://corporations.utah.gov/>
- Application, along with proof of special use permit, will be routed by Community Development once special use permit is approved
- Business License fees:
  - \$140 if gross receipts over \$50,000/yr
  - \$90 if gross receipts are under \$50,000/yr
  - \$40 processing fee for the first year

# Initial Application Process

In an attempt to keep the process equitable to all interested parties, the initial issuance of STR special use permits and licenses will be done via a double blind, random process.

- Applications will be accepted starting Friday, September 28, 2018 and continue until 8:00 AM, Tuesday, October 23, 2018
  - All applications shall be submitted online for this initial period
- Download PDF application packet from the website
  - <https://sandy.utah.gov/departments/community-development/short-term-rentals>
- Ensure it all requirements are filled
  - 2 applications (special use permit and business license)
  - Provide all minimum required documentation for this process
    - Tax license, DBA, tax returns, and government ID may be presented later
- Fill out online form and attach your application packet
- Verification of receipt will be sent to the email provided
- Each application submitted prior to Friday, October 20, 2018 will be checked for required information and eligibility
  - Applicants will be notified of errors found and may resubmit prior to the October 23 deadline
- Proof of primary residency, fees, tax license, DBA registration, and original applications with signatures are required to be submitted within 5 business days after notification of application acceptance for this intake period



# Online Form

## Administration / Organization

+ Building

+ Business Licensing

+ Code Enforcement

Community Development  
Block Grant (CDBG)

+ Planning

+ Planning Commission

+ Special Events

Short Term Rentals

## Short Term Rental Initial Selection Process

Font Size:   Share & Bookmark

Website Feedback  Print

To be considered in the initial selection process to operate a Short Term Rental in Sandy City please do the following:

- 1- Applications via this form must be submitted by 8:00 AM on Tuesday, October 23, 2018 to be considered for the initial selection process. Applications after this deadline will need to be submitted in person to the Community Development Department and will be processed on a "first come, first serve" basis after the initial selection period.
- 2- [Download the application packet here](#)
- 3- Fill out both the general development and business license applications.
- 4- Sign and have notarized the two affidavits.
- 5- Provide all required information in the checklist (Tax license, DBA, tax returns, and government ID may be presented later)
- 6- Fill out the form below and make sure you upload your application packet in PDF.

For assistance, please contact Darryll Wolnik, Zoning Technician, at [dwolnick@sandy.utah.gov](mailto:dwolnick@sandy.utah.gov). Alternatively, you may bring your completed packet into the Community Development Office and we will assist in submitting your application.

### Short Term Rental Applicant Submission Form

#### Contact Information

\* Full Name 

<input type="text"/>	<input type="text"/>
<small>First Name</small>	<small>M.I.</small>
<input type="text"/>	
<small>Last Name</small>	


\* Address 

<input type="text"/>
<small>Street Number and Name</small>
<input type="text"/>
<small>Unit Number</small>
<input type="text"/>
<small>Postal/ZIP Code</small>

\* Email

\* Phone

#### Supporting Documents For Short Term Rental Application

\* Attach Application Packet | Press the + to add additional attachments. 

<input type="text"/>	<input type="button" value="BROWSE..."/>	<input type="button" value="CLEAR"/>	
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Maximum size allowed: 10 MB  
Maximum number of files allowed: 5  
Allowed types: .pdf

# Checklist

## Application Requirements to Obtain a Special Use Permit and Business License

- ☐ Completed Sandy City Special Use Permit application.
- ☐ STR Business License application, State of Utah sales tax license, and business entity registration (if applicable).
- ☐ Proof of ownership by providing a copy of the transfer deed, listing the applicant as the property owner.
- ☐ Proof of full-time, permanent residency at the property address which will contain the STR. Proof shall include:
  - ☐ Presentation of Federal and state tax returns showing the address of the subject property.
  - ☐ Presentation of government issued ID showing the address of the subject property.
  - ☐ Signed affidavit, sworn before a notary public, stating the address of the subject property is the applicant's primary address in which they reside for no less than 183 nights per year.

\*If the property owner has recently purchased the property and is unable to provide tax returns showing the property address then license renewal is contingent upon providing tax returns showing current residence at the subject property.
- ☐ Detailed drawn or written description of parking for property. Please note on-street parking may not be included as parking areas for guests and residents. Parking shall be limited to the driveway, garage, or other dedicated parking spots for the residential unit.
- ☐ Detailed drawn or written description of dwelling which defines the area to be designated for STR use.
- ☐ Provide a signed affidavit, sworn before a notary public, certifying to Sandy City that the subject property has no existing private covenants, conditions, or restrictions prohibiting STRs.

# Applications



Community Development  
10000 Centennial Parkway  
Sandy, Utah 84070  
Telephone # (801) 568-7250  
Facsimile # (801) 568-7278

## General Development Application

Revised September 2018

File/Case Number:	_____	Date Filed:	_____
Fee:	_____	Receipt#	_____
	_____	Assigned Planner:	_____

### Type of Request (mark all that apply)

<input type="checkbox"/> Site Plan Review	<input type="checkbox"/> Special Exception
<input type="checkbox"/> Code Amendment	<input type="checkbox"/> Subdivision
<input type="checkbox"/> Annexation	<input type="checkbox"/> Sign Review / Appeal
<input type="checkbox"/> General Plan Amendment	<input type="checkbox"/> Rezoning of Property
<input type="checkbox"/> Street Vacation / Closure	<input type="checkbox"/> Conditional Use Permit
<input type="checkbox"/> Other (Please Specify) _____	<input type="checkbox"/> Special Use Permit

Provide a brief summary of the proposed action/development: \_\_\_\_\_

### Project Information

Name of Proposed Project:	_____	Address:	_____
Parcel Tax I.D. Number(s):	_____	Acreage:	_____

### Applicant Information

Name:	_____	Company:	_____
Address:	_____	City, State, Zip:	_____
Primary Phone #:	_____	Cell #:	_____
	_____	Fax #:	_____
Email:	_____	Signature:	_____
	_____	Date:	_____

### Project Contact Information (if different from applicant) NOTE: This person will be staff's ONLY contact for the Review Process.

Name:	_____	Company:	_____
Address:	_____	City, State, Zip:	_____
Primary Phone #:	_____	Cell #:	_____
	_____	Fax #:	_____
Email:	_____	Signature:	_____
	_____	Date:	_____

### Property Owner Information (if different than applicant)

Name:	_____
Address:	_____
City, State, Zip:	_____
Primary Phone #:	_____
Cell #:	_____
Fax #:	_____
Email:	_____
Signature:	_____
Date:	_____

	<b>Sandy City</b>	Rec'd	_____
SHORT TERM RENTAL LICENSE APPLICATION		Account #	_____

**\*\*PLEASE PRINT OR TYPE IN DARK INK\*\***

Form updated 9/2018

BUSINESS NAME (DBA):	_____	LOCAL BUS PHONE #:	_____
BUSINESS/STR ADDRESS:	_____	CITY & STATE:	_____
	_____	Zip:	_____
BILLING ADDRESS:	_____	CITY & STATE:	_____
	_____	Zip:	_____
	_____	FAX:	_____
COMMUNITY AREA:	_____	STATE TAX # (ATTACH):	_____
	_____	ENTRY REGISTRATION (ATTACH):	_____
HOW MANY BEDROOMS & MAX OCCUPANCY FOR THIS STR:	_____	# OF ON STREET PARKING SPACES:	_____
24/7 EMERGENCY CONTACT PERSON NAME (OWNER OR DESIGNEE):	_____	PHONE #:	_____
ADDRESS OF EMERGENCY CONTACT PERSON:	_____	CITY & STATE:	_____
	_____	Zip:	_____
PROJECTED OPENING DATE:	_____		_____

APPLICANTS/OWNERS (FIRST/MIDDLE/LAST)	E-MAIL ADDRESS	ALT/HOME/CELL PHONE
1. _____	_____	_____
2. _____	_____	_____
DATE OF BIRTH (MM/DD/YYYY)	DRIVER LICENSE NUMBER	OR , ALTERNATIVE ID
1. ____/____/____	# _____	_____
2. ____/____/____	# _____	_____

### LICENSE FEES:

REGULATORY FEE/NEW	\$90/140	PRIORATE _____ %	\$ _____	IN PROCESS	\$ 40
OTHER	\$ _____	OTHER	\$ _____	TOTAL DUE:	\$ _____

This application is subject to approval by the Mayor, City Administrator and/or City Council, Planning Department and the Police Department. STR businesses may be required pass inspections of Sandy Fire, Planning & Zoning, and/or Salt Lake County Health Department to receive a license. If a license is not obtained prior to business operations, you may be subject to a DOUBLE LICENSE FEE PENALTY.

I hereby agree that all information supplied on this application is true and accurate. I confirm that I am a legal resident and the owner of the home seeking a Short Term Rental License and reside at the home at least 183 nights of each calendar year. I also agree to conduct my business in accordance with Sandy City Ordinances and any other State Statutes or Federal Laws governing operation of such business.

Signature (any one applicant as listed above) \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

PD	_____	Fire	_____	BLDG	_____	Plan/SUPP	_____	Tax Form:	Date:	Verified:
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(stamp)

# Applications Over the Maximum Allowed STRs

- On October 23, 2018, staff will verify the number of applications in each community and determine which, if any, have exceeded the number allowed by Code.
- If a community has more applications than the number of allowed STRs, a double blind, random assignment of application order will be performed.
- Those chosen by the system will be notified and will have 5 business days to finalize their application, including payment of fees and reverification of primary residency.
  - If an application cannot meet the requirements of the code or is not fully completed within 5 business days, it will be considered withdrawn and the next application in the wait list will be processed
- Should any applications still remain after this process, a wait list will be created for that community. The order of the wait list will be determined by the system.

# Applications after the Initial Process

- Applications submitted after 8:00 AM on October 23, 2018, will be taken on a “first come, first serve” basis.
- Fees and all required documentation will be collected at the time of application.
- A wait list will only be created for a community once the limit of STRs in that community is reached.
  - A complete application will be required to be placed on the wait list
  - No fees will be collected for wait list applications
  - After notification of availability, the first person on the wait list will have 5 business days to finalize their application, including payment of fees and reverification of primary residency.

# Violations and Enforcement

- Owner is to ensure compliance with noise ordinances
  - More than one violation in any 72-hour period shall result in eviction of renters by owner
- Property is to be maintained in compliance with City Codes
- 3 or more violations of any relevant code within a 12 month period will result in loss of special use permit and business license
- Failure to renew business license in a timely manner will result in expiration of the license and loss of special use permit
  - Licenses will expire July 1 of each year unless renewed
  - Applicants who fail to renew and wish to continue operation must complete the application process again and will be placed at the bottom of a wait list if one exists for their community

# Questions and Contact

- Updates and additional information will be posted to the website:
  - <https://sandy.utah.gov/departments/community-development/short-term-rentals>
- Further questions may be directed to Darryll Wolnik, Zoning Technician, at [dwolnik@sandy.Utah.gov](mailto:dwolnik@sandy.Utah.gov)